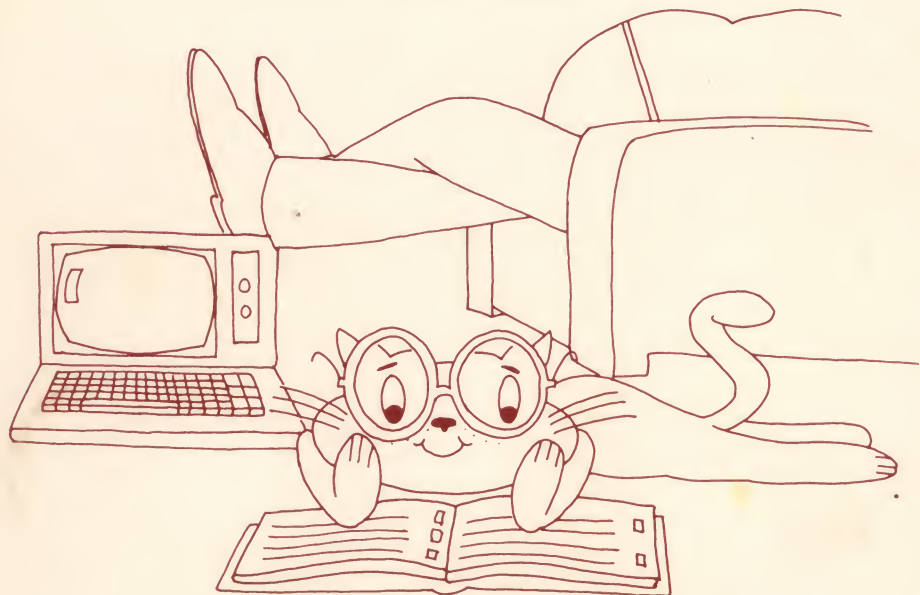# HOMEWORD™
The Personal Word Processor

REFERENCE CARD
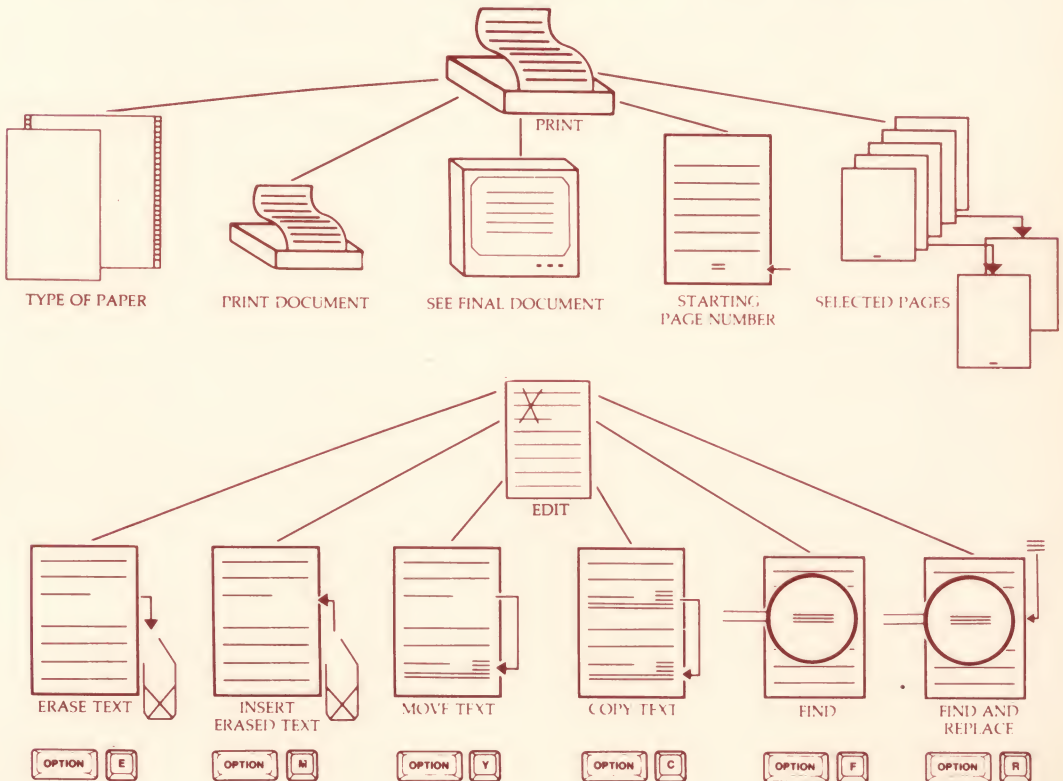
A handy reminder of frequently used commands.
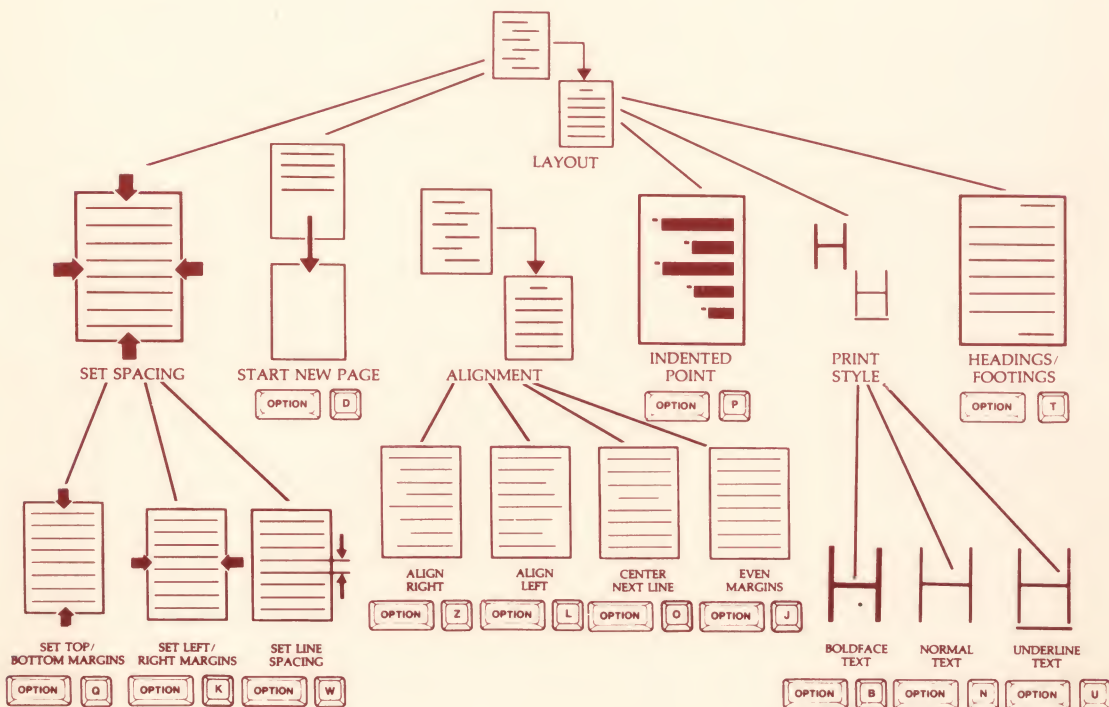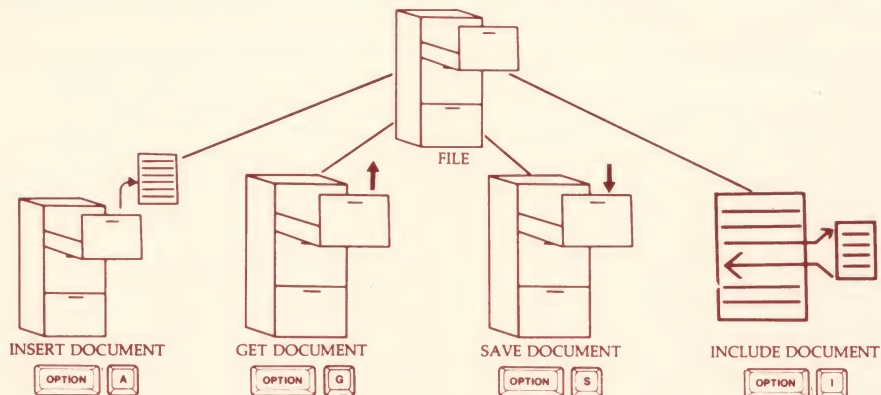

Sierra ON-LINE™

ICONS

The icons represent various capabilities of HomeWord. They are grouped together in "families" which indicate their general functions (Print, Edit, File, Layout, Customize and Disk Utilities). Use the icon "family trees" to locate each icon.

When you get comfortable with the HomeWord program, you might want to speed things up a bit. You don't always have to use the icons -- you can duplicate the most commonly used icon functions (in the Edit, File and Layout families) by simply pressing the OPTION key and the designated letter on the keyboard.

PRINT

TYPE OF PAPER	PRINT DOCUMENT	SEE FINAL DOCUMENT	STARTING PAGE NUMBER	SELECTED PAGES

EDIT

ERASE TEXT	INSERT ERASED TEXT	MOVE TEXT	COPY TEXT	FIND	FIND AND REPLACE
OPTION E	OPTION N	OPTION Y	OPTION C	OPTION F	OPTION R

ICONS

FILE

INSERT DOCUMENT
[OPTION] [A]

GET DOCUMENT
[OPTION] [G]

SAVE DOCUMENT
[OPTION] [S]

INCLUDE DOCUMENT
[OPTION] [I]

LAYOUT

SET SPACING

START NEW PAGE
[OPTION] [D]

ALIGNMENT

INDENTED POINT
[OPTION] [P]

PRINT STYLE

HEADINGS/ FOOTINGS
[OPTION] [T]

SET TOP/ BOTTOM MARGINS
[OPTION] [Q]

SET LEFT/ RIGHT MARGINS
[OPTION] [K]

SET LINE SPACING
[OPTION] [W]

ALIGN RIGHT
[OPTION] [Z]

ALIGN LEFT
[OPTION] [L]

CENTER NEXT LINE
[OPTION] [O]

EVEN MARGINS
[OPTION] [J]

BOLDFACE TEXT
[OPTION] [B]

NORMAL TEXT
[OPTION] [N]

UNDERLINE TEXT
[OPTION] [U]

CUSTOMIZE

MAKE BACKUP
DOCUMENTS

CHANGE
PRESET MARGINS

SAVE CUSTOMIZE
CHOICES

CONFIGURE
POINTS

TYPE OF
PRINTER CARD

ACCESSORIES

SET TOP/BOTTOM
MARGINS

SET LEFT/RIGHT
MARGINS

SET LINE
SPACING

SET TAB
STOPS

SET PHYSICAL
PAGE LENGTH

SET PHYSICAL
PAGE WIDTH

DISK UTILITIES

PREPARE
DOCUMENT DISK

ERASE
DOCUMENT

CATALOG
DISK

EXIT

KEY MOVES

When you're typing, you can move the cursor in many ways. Some of them you already know:

| CONTROL or CTRL | → | moves the cursor one space forward |

| CONTROL or CTRL | ← | moves the cursor one space back |

| CONTROL or CTRL | ↓ | moves the cursor down one line |

| CONTROL or CTRL | ↑ | moves the cursor up one line |

| DELETE BACK SPACE or DELETE BACK S | | erases the character just behind the cursor |

| CONTROL or CTRL | D | deletes the character under the cursor |
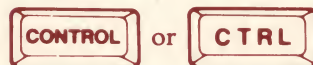
If you want to move quickly through your text to make changes:

| CONTROL or CTRL | E | jumps forward a word |

| CONTROL or CTRL | W | jumps back a word |

| CONTROL or CTRL | N | erases the next word |
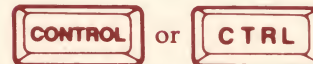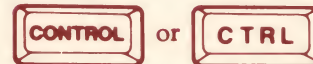
If you want to read over your text:
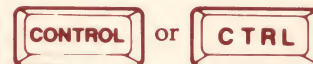
| CONTROL or CTRL | O | moves back one screen page |

| CONTROL or CTRL | P | moves forward one screen page |

If you want to quickly erase a whole line as it reads on the screen:

CONTROL or **CTRL**   **L**   erases the whole line the cursor is on

If you want to find something quickly in the file and it's near the beginning or end of the file:

CONTROL or **CTRL**   **T**   moves to the top of the file

CONTROL or **CTRL**   **B**   moves to the bottom of the file

If you want to get back or forward through your text as it will be printed out on the page:

CONTROL or **CTRL**   **F**   moves forward one printed page

CONTROL or **CTRL**   **G**   moves back one printed page

If you want to move to your next tab setting, for paragraph indentation and such:

TAB   tab key

If you want to change what you've written without erasing -- if you want to type right over an already existing line:

CONTROL or **CTRL**   **C**   change mode
(To get back to "normal" typing, press CONTROL C or CTRL C again and you're back)

If you want to print special characters:

CONTROL or **CTRL**   **V**   displays ASCII value of a character

CONTROL or **CTRL**   **X**   displays special ASCII characters